

# Nebraska Early Development Network Regional SYSTEM SUPPORT/CHANGE Grant Planning Guide

**Fiscal Year**  
**September 1, 2009 - August 31, 2010**  
*Due Date: August 1, 2009*



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## 2009-2010 GRANT FUNDING ALLOCATIONS

<b>Regional System Support Grant</b>	<b>2009-10 Amount</b>
Planning Region #1 – Wakefield Area	\$8,750.00
Planning Region #2 – Rural Fremont Area	\$9,500.00
Planning Region #3 – Rural Omaha Area	\$21,500.00
Planning Region #4 – Auburn Area	\$9,500.00
Planning Region #5 – Beatrice Area	\$11,000.00
Planning Region #6 – Milford Area	\$15,500.00
Planning Region #7 – Columbus Area	\$11,000.00
Planning Region #8 – Neligh Area	\$7,250.00
Planning Region #9 – Hastings Area	\$14,750.00
Planning Region #10 – Kearney Area	\$15,500.00
Planning Region #11 – Holdrege Area	\$9,500.00
Planning Region #12 – Chadron/Alliance Area	\$6,500.00
Planning Region #13 – Scottsbluff Area	\$7,250.00
Planning Region #14 – Sidney Area	\$5,750.00
Planning Region #15 – McCook Area	\$6,500.00
Planning Region #16 – Ogallala Area	\$8,750.00
Planning Region #17 – Ainsworth Area	\$8,000.00
Planning Region #18 – Lincoln Public Schools Area	\$34,250.00
Planning Region #19 – Omaha Public Schools Area	\$38,750.00
Planning Region #20 – Bellevue Public Schools Area	\$11,000.00
Planning Region #21 – Millard Public Schools Area	\$17,750.00
Planning Region #22 – Westside Community Schools Area	\$7,250.00
Planning Region #23 – Papillion/LaVista Area	\$11,000.00
Planning Region #24 – Ralston Public Schools Area	\$8,000.00
Planning Region #25 – Fremont Public Schools Area	\$8,750.00
Planning Region #26 – Grand Island Area Schools	\$11,750.00
Planning Region #27 – North Platte Public Schools Area	\$10,250.00
Planning Region #28 – Sandhills Cooperative Area	\$5,750.00
Planning Region #29 – Norfolk Public Schools Area	\$9,500.00
<b>Regional System Support/Change Grants</b>	<b>\$350,500.00</b>

### **FUNDING**

**The focus of these grant funds is specific to children with disabilities and their families. These Part C (birth to 3) funds are not to be used for direct services.**

# **Nebraska Early Development Network Regional SYSTEM SUPPORT/CHANGE Grant**

## **Application Requirements**

All early childhood planning region applicants must assure that activities comply with the regulations stated in the Health and Human Services, Early Intervention Services Coordination Manual, Title 480; the Nebraska Department of Education, Rule 51; IDEA, Part C; and the Early Intervention Act.

### **PLANNING REGION TEAM ROLE AND RESPONSIBILITIES**

The purpose of the Early Childhood Planning Region team is to assist in collaborative planning and development of a family centered, interagency community-based system for all children, with emphasis on those with disabilities, birth to age five. The membership must mirror the make-up of the Early Childhood Interagency Coordinating Council (ECICC). One responsibility of the Planning Region team is to assist in establishing the services coordination system in the region. (See *Health and Human Services, Early Intervention Services Coordination Manual, Title 480; and Nebraska Department of Education Rule 51, Title 92 NAC, Chapter 51*). The team shall:

1. Discuss issues of regional concern related to services for children birth to age five with disabilities and their families;
2. Make recommendations/provide feedback to local agencies regarding the provision of early intervention services in the region;
3. Identify the potential agency(ies) in the region to provide services coordination for the region and notify the Nebraska Departments of Education and Health and Human Services of the potential agency(ies);
4. Identify the potential agency(ies) to provide systems support(s) for the region;
5. Work with the services coordinator(s) to identify gaps/duplications in resources in the region;
6. Identify the training and technical assistance needs in the region for administrators, direct services providers, and families involved in the provision or receipt of early intervention services;
7. Identify the resources that may be shared, adjusted, or developed in the region to address the gaps/duplication in services;
8. Meet, at a minimum, on a quarterly basis; and
9. Assist school districts and service coordination agencies in addressing gaps and barriers identified through the Improving Learning for Children with Disabilities (ILCD) process.

### **MEMBERSHIP REQUIREMENTS**

The Early Childhood Planning Region Team represents key individuals in the Planning Region who work closely to coordinate the planning for a comprehensive, interagency service delivery system for young children with special needs and their families in that Region. (See *Health and Human Services, Early Intervention Services Coordination Manual, Title 480; and Nebraska Department of Education Rule 51, Title 92 NAC, Chapter 51* ). We strongly encourage and will support your partnering with Early Head Start, Early Childhood Professional Development Partnership/Regional

Training Coalitions (ECPSP/RTC), Early Childhood Endowment, Migrant and Indian Programs in your region.

In order to facilitate problem solving across agencies, each team must be comprised of:

1. Representatives of school districts and approved cooperatives;
2. Nebraska Department of Health and Human Services representatives;
3. Family members of children with special needs (minimum of 20% membership);
4. A representative from health/medical and developmental disabilities services;
5. A representative from Head Start;
6. A representative from child care;
7. A representative of the services coordination contracting agency;
8. A representative for underserved children and families, including low income, inner city, minority populations, and rural areas as applicable for the region;
9. Regions are also encouraged to have representatives from other public and private agencies, business community leaders and clergy as team members.

Funding must go through a lead agency and may be used for the following activities:

1. Families receive reimbursement for child care, mileage, meals, lodging, and stipend(s) for meetings/trainings;
2. Funding for clerical support at team meetings may be reimbursed;
3. Funding for other personnel must be specified;
4. Items listed in the budget should reflect the goals identified in the project's activities and grant priority areas. .

## Grant Priority Areas

Priorities for the State that must be addressed in this application:

**Public Awareness and Outreach:** Planning Region Teams will build relationships with all private and public agencies to build awareness of Early Development Network and the referral process, including efforts to:

- Continue public awareness efforts in the community targeting local physicians, dentists, ophthalmologists, audiologists, local child care providers, juvenile and family court judges, health and social service workers, other public agencies and the public at large using findings from analysis of the CONNECT data.
- Continue outreach to Protection and Safety workers to ensure referrals of children, who are involved in a substantiated case of child abuse or neglect; who are identified as affected by illegal substance abuse, or withdrawal symptoms resulting from prenatal drug exposure.
- Continue outreach to targeted groups of children from historically underserved populations, particularly minority, low-income, inner-city and rural populations, and children with disabilities who are wards of the state.
- Continue to emphasize outreach to highly mobile children who are: homeless or migrant, and/or, residing on reservations.
- Provide interpreters to enable all families to participate in trainings and meetings; translate written materials; and enhance capacity of agencies and providers to identify, evaluate and meet the needs of all populations in the region.

Objectives	Action Plan	Who	Timeline	Evaluation

**Training, Skill Building and Technical Assistance:** Planning Region Teams will coordinate training, consultation, information and skill-building activities, including efforts to:

- Support services for children birth to age five with disabilities by targeting training for service providers, services coordinators and administrators across the region.
- Help families know their rights, effectively communicate their children's needs, and help their children develop and learn (i.e., to increase percentage of positive responses in the Part C Family Survey).
- Support Results Matter, early childhood social-emotional development, Child Abuse Prevention Treatment Act (CAPTA), services in natural and least restrictive environments, activities related to the Improved Learning for Children with Disabilities (ILCD) process, transition planning, and other identified training efforts.
- Collaborate with school districts, the Early Development Network and their partners to implement Results Matter early childhood outcomes birth to age five.
- Target a specific improvement goal for the Planning Region Team based on the Family Survey results. (Find *Family Improvement Activities* document at [www.ectc.org](http://www.ectc.org).)
- Participate in State Early Development Network sponsored trainings.
- Collaborate with the Nebraska Early Childhood Professional Development Partnerships/Regional Training Coalitions (ECPD/RTC) for training opportunities/activities including access to the free training offered through Early Childhood Training Center (ECTC). The request form with team signatures should be submitted by the ECPD/RTC coordinator to ECTC. Attend other appropriate trainings.

*All teams may receive a free training or facilitation during the 2009-2010 grant year from the Early Childhood Training Center (ECTC). For assistance with training needs, please contact Carol Puffer at the ECTC for more information—phone: 402/557-6891; e-mail: [carol.puffer@nebraska.gov](mailto:carol.puffer@nebraska.gov).*

Objectives	Action Plan	Who	Timeline	Evaluation

**Services Coordination Support:** Review procedures and propose changes in local agencies, including efforts to:

- Increase support of families by establishing working relationships with all agencies and providing technical assistance, as needed.
- Identify resources that may be shared, adjusted or developed across all agencies to support referral, intake and assessment processes.
- Identify and raise awareness of gaps and barriers in services to children with disabilities through discussion at PRT meetings.
- Support quality of data entered in Coordinating Options In Nebraska's Network Through Effective Communication And Technology (CONNECT).
- Analyze regional data to understand why families decline services coordination. (Statewide survey data indicates a significantly higher outcome rating for families who use services coordination.)

Objectives	Action Plan	Who	Timeline	Evaluation

**Improving Learning for Children with Disabilities (ILCD):** Actively use the ILCD process including efforts to:

- Specifically address gaps and barriers in meeting the MDT/IFSP 45-calendar-day timeline. (compliance indicator 7 on the State Performance Plan) **REQUIRED OBJECTIVE**
- Assure transition planning includes appropriate steps as outlined in Rule 51 and DHHS manual. (including family role in transition steps)
- Analyze referral versus verification rates from CONNECT data including verification rates of drug addicted infant referrals.
- Work with school districts to assure birth to five NSSRS child count is annually submitted on October 1st.
- Support Results Matter activities for program quality, child outcomes and program impact on families.
- Increase the parent response rate in the Part C Family Survey of families of children with an IFSP.
- Evaluate year-round services, including referral process, evaluations, and provision of services.
- Support ILCD corrective action and improvement activities for school district staff and services coordinators.

Objectives	Action Plan	Who	Timeline	Evaluation
Address gaps and barrier in meeting the MDT/IFSP 45-calendar-day timeline				

## REQUIRED REPORTS

The following reports are required to receive funding for the Early Development Network Planning Region System Support/Change Grant. Reports should be submitted according to the guidelines listed below.

### 1. MEETING DATES

- Each Region should establish quarterly meeting dates at the beginning of the year.
- Meetings are to comply with the Open Meetings Act and be held in locations accessible to the public.
- Please share Planning Region Team information with your Special Education Regional Representative.

### 2. ANNUAL MEETING

- Each Planning Region Team should participate in an interagency annual meeting as defined in NAC 92, 51-005.03A prior to July 1, 20010.
- The purpose of the Annual Meeting is to provide a basis for communication and problem solving among the various agencies serving children with special needs birth to five and their families, and to establish a mechanism for collaborative program development. The team should work with the school districts in the region to coordinate the plans for this meeting.
- The report should include:
  - A copy of the minutes of the annual meeting
  - An attendance roster from the meeting
  - A list of gaps and barriers as defined in NAC 92, 51-005.03C
  - The Annual Meeting Report is due **October 1, 20010**.

### 3. FINAL PERFORMANCE REPORT

- The final report should be a narrative that summarizes:
  - The goal for each required activity area.
  - The activities conducted to support the goals.
  - An analysis (evaluation) of the success and/or challenges of each activity conducted.

### 4. FINANCIAL REPORT

- The Financial Report must document how funds were spent for the fiscal year of the grant. ANY REPORT SHOWING FUNDS SPENT AFTER SEPTEMBER 30, 20010, WILL NOT BE ACCEPTED.
- Expenses should be recorded by project category for fiscal agency review.
- The Financial Report is due no later than **October 15, 20010**.

## **CALENDAR for 2009-2010 System Support/Change Grant**

August 1, 2009	Due date for 2009-2010 grant applications.
September 1, 2009	2009-2010 Grant Year begins.
August 31, 2010	End of the 2009-2010 Grant Year
October 1, 2010	Due date for submission of <ul style="list-style-type: none"><li>• Annual Meeting Report for 2008-2009</li></ul>
October 15, 2010	Due date for submission of the Financial Report (FY 009-10)